



KING COUNTY

PROJECT/PROGRAM MANAGER III
DEPARTMENT OF EXECUTIVE SERVICES
OFFICE OF EMERGENCY MANAGEMENT
Annual Salary: \$63,278 - \$80,209 (2006 Rates)
Job Announcement: 06DN5748
OPEN: 1/4/06 CLOSE: 1/18/06

WHO MAY APPLY: There are two positions open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Diane Newman, King County Office of Emergency Management, 3511 NE 2nd, Renton, WA 98056**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Diane Newman at (206) 205-4059 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, attached questionnaire, and letter of interest detailing your background and describing how you meet or exceed the requirements are required for this position.

WORK LOCATION: 3511 NE 2nd St, Renton, WA 98056

WORK SCHEDULE: These career service positions, represented by Local 017EM, are exempt from the provisions of the Fair Labor Standards Act and are not overtime eligible. The work week is normally Monday through Friday however some activities may require working evenings, nights or weekends.

PRIMARY JOB DUTIES INCLUDE: The Office of Emergency Management performs specialized, professional work planning and coordinating comprehensive emergency management program activities which include mitigation, preparedness, response and recovery. Successful candidates may be leading or assisting with projects in many program areas including, disaster exercises, planning, public education, operations, public information, logistics, technology and equipment support, homeland security and training. Additional job duties may include but are not limited to:

- Lead or participate in multi-disciplinary and inter-jurisdictional groups and activities.
- Lead or participate in various planning efforts with individuals of diverse backgrounds.
- Write and coordinate a variety of emergency or disaster related plans or portions of plans, procedures, and checklists.
- Develop and deliver disaster preparedness public education programs.
- Lead the design and execution of disaster preparedness exercises, write after action reports, and develop corrective actions as a result of the exercises.
- Lead or participate in activities that maintain or enhance the operational readiness of the King County Emergency Coordination Center.

- Participate in or lead multi-agency, multi-disciplinary executive and legislative groups such as the Local Emergency Planning Committee, the Emergency Management Advisory Committee, and other emergency management groups.
- During Emergency Operations Center activations, work with other staff as a member of a team to coordinate disaster response and recovery activities. This requires working non-traditional and extended hours which may continue for several days or weeks.
- Recommend legislative and other policy actions that promote the ability of this region to function as a coordinated whole during disasters.
- Represent the Office of Emergency Management in inter-jurisdictional, multi-disciplinary meetings.
- Develop and deliver disaster-management training programs, courses and preparedness presentations to diverse audiences.
- Prepare correspondence, reports, presentations, and other materials on a variety of emergency management programs.
- Manage complex contracts or projects including the development and monitoring of scope, budget and schedules.
- Conduct public meetings.
- Act in the capacity of 'duty officer' on a rotating basis with other staff, receiving calls during non-business hours, evaluating the situation and recommending a course of action. The 'duty officer' serves as a single point of contact for the County for emergencies and must be knowledgeable about County government organizational structure and be willing and able to recognize potential emergency situations.
- Persons in this position are required to carry a pager, cell phone and 800 MHz radio and be available to respond to the ECC during emergencies and disasters.
- Perform other emergency management functions as required.

REQUIRED SKILLS AND KNOWLEDGE

- Demonstrated knowledge of project or program management
- Demonstrated knowledge of emergency management principals and programs
- Knowledge of general government principles and procedures
- Excellent verbal and written communication skills
- Demonstrated facilitation and negotiation skills
- Skill in program evaluation, advocacy and promotion
- Demonstrated skill in managing multiple tasks simultaneously
- Demonstrated skill in working effectively as a team member to coordinate accomplishment of tasks
- Skill in analysis and problem solving
- Demonstrated skill in coordinating work of multi-disciplinary staff
- Presentation skills
- Demonstrated skill in keyboarding as well as Microsoft Outlook and Office Suite including Word, Excel and PowerPoint applications

QUALIFICATIONS: Successful candidates will have a bachelor's degree and two years of professional experience in emergency management or program/project management. Administrative, supervisory, teaching, or training experience may be substituted for education year-for-year. Applicants will be able to demonstrate the skills and knowledge stated above. They will be

knowledgeable in all aspects of emergency management including, mitigation, planning, response, and recovery. Successful candidates must have strong interpersonal communications skills, be able to remain calm and functional during stressful circumstances, and be willing to work as a member of a team. Completion of the Federal Emergency Management Professional Development Series and/or the Certified Emergency Manager program is highly desirable.

NECESSARY SPECIAL REQUIREMENTS: Possess Washington State driver's license and successfully complete a police background check. Serve in the Emergency Coordination Center (ECC) in an operational capacity or at other locations as may be assigned during exercises, emergencies, or disasters. Be willing to work extended hours, nights, and weekends during disasters, exercises, or exceptional time critical assignments. Be willing to carry a pager, cell phone, 800 Mhz radio and reference materials 24 hours a day.

CLASS CODE: 8244

SEQUENCE NO.: 0036, 0037

Supplemental Questionnaire Project/Program Manager III

1. Describe a project or program that you have successfully managed. Include brief summaries of the scope, time line and budget (all those that were applicable). Was the end result the same as what you anticipated when you began the project? If not, what happened?
2. Describe your experience working with groups whose members come from different disciplines or agencies. What was the frequency of meetings and how long did you meet (years, months, weeks)? What was your role (leader, member, note taker)? Identify challenges that were presented and how the group managed them.
3. Identify and describe the four phases of emergency management. Describe your experience in these four phases.
4. During Emergency Operations Center activations, you will be expected to work long hours juggling several situations simultaneously. Describe your experience working in similar conditions or describe an experience where you were expected to manage several tasks with a short time line and constant interruptions.
5. Describe your experience in delivering presentations or training programs.
6. Describe any personal strength or professional experience that has not been addressed in previous questions that you feel makes you an excellent candidate for this position.